

At the end of the day, or at the commencement of the next day, the Assistant in charge of the General Ledger should take the Cash Book and post the contra entries in the General Ledger which shall be maintained in the following five sections :-

Sections I and II dealing with the funds received from the Khadi Commission, their disbursements to the institutions, recoveries from the institutions and repayment to the Khadi Commission.

Section III and IV dealing with the funds received from the State Government, the disbursements, there against the recoveries effected from the institutions and the repayments and refunds to the State Government.

Section I dealing with all other receipts and payments.

5.2 Section I and III shall deal with Loans and Sections II and IV with Grants.

5.3 Each section should be maintained in two parts. i.e. a debit ledger and a credit ledger. Thus there should be ten ledgers in all, five debit ledgers and five credit ledgers. A separate folio should be allotted to each head of account indicated in Appendix I to the Manual.

5.4 The credit Ledger folios in Sections I and III shall have the following columns, viz. (1) Receipts from the Khadi Commission/State Government, (ii) Recoveries of Loans from the institutions and (iii) Recoveries of unutilised amount from the institutions. The credit Ledger folios in Section II and IV shall have two columns, viz. (1) Receipts from Khadi Commission/State Government and (ii) Recoveries from the institutions. The debit Ledger folios in Section I, II and III

Arrangement of the General Ledger -

CHAPTER - V
COMPILED BY ACCOUNTS

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